

When filled in, return to Protocol Branch, 7E 31

Official Dining at Headquarters Building
(Data Sheet for Use by Protocol Branch)

Time/Day/Date of Event: _____

Event: Breakfast ___ Luncheon ___ Dinner ___ Other _____

Host: DCI ___ DDCI ___ ExDir ___ Other: _____
Name/Title

Place: DCI D.R. ___ Executive D.R. ___ Other: _____

Contact Point in Sponsoring Component: _____
Name/Extension/Room

Account Number to be Charged: _____

Total Number of Attendees: _____

Guest List: (List full name of guest/guests of honor in descending order of precedence. If civilian, indicate Mr./Dr. or Miss/Mrs. If military, indicate branch of service and exact grade, i.e., Lieutenant General, USA; Rear Admiral, USN. If foreign, put surname in all capital letters.) (Titles should also be included.)

Are there dietary restrictions for any of the attendees? No ___ Yes _____

Does guest of honor drink alcoholic beverages? Yes _____ No ___

If guests are foreign, do they speak English? Yes ___ No ___ If not, indicate:

Those who do not speak English _____

Individual serving as interpreter _____

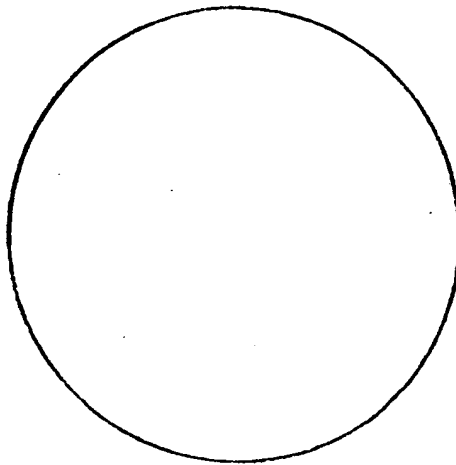
Agency officers having proficiency in guests' language _____

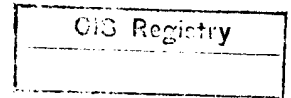
Place Cards: Please provide place cards except when DCI, DDCI or Ex Dir hosts.
Fold 3x5 white cards length-wise and handwrite in black ink.

Suggested Menu: (Not necessary if DCI is the host)

Suggested Seating Arrangement:

(WINDOWS)





MEMORANDUM FOR: Chief, Protocol Branch, Office of Personnel

ATTENTION:

[Redacted]

STAT

FROM:

[Redacted]

STAT

Deputy Director of Information Services

SUBJECT:

DCI Hosted Luncheon

1. As I discussed with [Redacted] on 28 February, the DCI has agreed to attend a luncheon at 12 O'clock on 18 March in his dining room in order to meet with historians discussing the Agency's Historical Review Program.

STAT

2. Along with Mr. Casey, the following will attend.

Robert M. Warner, Archivist of the United States

John Lewis Gaddis, Professor, Department of History, University of Ohio

Richard W. Leopold, Professor Emeritus, Department of History, Northwestern University

Gaddis Smith, Professor, Department of History, Yale University

John C. Broderick, Assistant Librarian for Research Services, Library of Congress

Edwin A. Thompson, Director, Records Declassification Division, National Archives and Records Service

Harry E. Fitzwater, Deputy Director for Administration, CIA

[Redacted]

Director of Information Services, DA, CIA

STAT

J. Kenneth McDonald, Chief, History Staff, CIA

3. The cost of the luncheon is to be charged to the Executive Dining Room account (#14076) of [Redacted]

STAT

4. Please call me on extension [Redacted] if there are further questions.

STAT

[Redacted]

STAT

MEMORANDUM FOR: Executive Director

THROUGH: Deputy Director _____ (or Head of Independent Office)
(Expenses over \$100.00)
Administrative Officer, DCI

SUBJECT: Request for Approval to Incur Expenses Under STAT

1. Approval is requested to incur expenses allowed under STAT

2. I believe the expenditure of appropriated funds is authorized
under or the costs for (reception, meals, coffee, other _____ STAT
,) on _____ for
the purpose of _____
_____.

3. Designated Officials (Guests) present including their grade,
title, and organizational affiliation will be:

4. Designated Agency Official (Host) present including their grade,
title, and organizational affiliation will be:

5. Other guests present including their grade, title, and
organizational affiliation will be:

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6. I certify that the attendance of the individuals listed in paragraphs 4 and 5 is considered essential to the conduct of official Government business and further, that the function will facilitate the accomplishment of the DCI's duties and responsibilities.

7. The estimated cost of this function is _____.

Office Head or Division Chief

CONCURRENCE:

Deputy Director or Head of Independent Office
(expenses over \$100.00)

I certify the availability of funds in the amount indicated in paragraph 7.

Budget and Fiscal Officer, DCI

APPROVED:

Executive Director

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